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MEMORANDUM FOR: Deputy Director (Support)
 Deputy Director (Intelligence)
 Deputy Director (Plans)
 General Counsel
 Inspector General

SUBJECT: Expedite Issuances Showing Revisions of Overseas Per Diem Allowances

REFERENCES: (a) Bureau of the Budget Circular No. B-7 Revised,
 Amendments to Standardized Government Travel
 Regulations

(b)

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1. PROBLEM:

To provide Agency personnel with prompt notice of changes in rates of overseas per diem allowances.

2. FACTS BEARING ON THE PROBLEM:

- a. Paragraph 45 of the Standardized Government Travel Regulations reads in part as follows:

"For travel on official business beyond the limits of the continental United States, a per diem allowance not to exceed rates prescribed in Appendix I of this regulation may be authorized or approved."

- b. The per diem rates prescribed are adopted by the Agency for travel outside the United States. The rates assigned to various foreign countries and cities are revised several times each year, based on current conditions as gathered from economic reports of Government agencies and other sources of information. Revised rates are transmitted to Government departments and establishments by the reference (a) circulars, the number of copies to each agency being limited to seven or less. Revised rates are usually effective within ten to fifteen days from the date of the reference (a) circulars. After taking into consideration transmittal and distribution time, an average margin of seven days has resulted between the time the reference (a) circulars are received in this Office and the effective dates of the changes.
- c. Per diem rates applicable to areas outside the United States are contained in reference (b) notices.
- d. Immediately upon receipt of each reference (a) circular in this Office, a memorandum is forwarded to the Regulations Control Staff requesting

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appropriate revisions of the reference (b) notices. From 40 to 60 days elapse between the effective date of revised rates and the issuance of Agency notices embodying such revisions, due to the time-consuming process required for coordination, authentication and issuance of regulatory material. The resultant delay in headquarter's failure to place current material in the hands of field station personnel before it attains the age of ancient history is causing ever-increasing criticism from field stations, and justly so. Travelers are not promptly advised of current authorized per diem rates, travel vouchers require revision, and personnel are burdened with additional duties, all of which can be avoided.

- e. In an effort to place revised per diem rates in the hands of field station personnel at an earlier date, some fifty additional copies of reference (a) circulars have been obtained in the past and sent to those stations paying travel vouchers locally. This method, however, is far from satisfactory, considering the effect of some fifty circulars as compared with a combined total of 1900 which are required to fill distribution needs of the reference (b) notices. Furthermore, reference (a) circulars are issued on the letter head of the Executive Office of the President, Bureau of the Budget, Washington 25, D. C. which is objectionable for cover reasons to certain field installations.

3. ACTION RECOMMENDED:

In view of the requirement that proposed regulatory issuances be submitted for Agency-wide coordination prior to authentication and publication, and the necessity for prompt issuance of the changes of reference (b) notices based upon revisions set forth in the reference (a) circulars, this Office recommends that:

- a. The standard coordination process be eliminated with respect to such issuances.
- b. The Regulations Control Staff be authorized to issue revisions of the reference (b) notices, (as well as revisions of Attachment A to [redacted] which will supersede the reference (b) notices) immediately upon receipt of advice from this Office and to instruct the Agency printing plant to give top priority to production thereof upon receipt of requisitions or instructions relating thereto.
- c. Components responsible for distribution of Agency regulatory material issue appropriate directives to expedite circulation of such issuances to all Agency components concerned.

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